



Topsfield Finance Committee
Minutes to the Meetings
March 30, 2015

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Karen Dow, Jon Guido, Eric Menzer and Dana Warren present. Heidi Bond was not present for the meeting. Kellie Hebert, Town Administrator, Richard Gandt, Chairman of the Board of Selectmen, Eldon Goodhue, Selectman, Steve Lais, Selectman, Dr. Kevin Lyons, Masconomet Superintendent, Bill Hodges, Kim Sherwood & John Spencer, members of the Masconomet School Committee, William Quinn and Penny Rogers of the Council on Aging and Jeanine Cuniff, member of the Planning Board were in attendance. All arrived at 7:00 pm with the exception of Dr. Kevin Lyons, Bill Hodges and John Spencer who arrived at 7:30 pm.

II. Minutes: The minutes of the March 23, 2015 meeting will be reviewed over the coming week and voted on at the next meeting of the Finance Committee.

III. Finance Committee Letter & The Model: Karen Dow will update the financial information from last year's Committee Letter, and forward to Chairman Mark Lyons for further preparation. Karen Dow also distributed Budget Model Version 2.4a, last updated March 24, 2015.

IV. Annual Town Meeting Warrant Article Recommendations: Chairman Lyons stated that the Committee reserves the right to supersede or modify the following actions by future vote.

A. 7:10 pm Article Forty-Sixth Citizen Petition - Senior Needs Analysis Study: A discussion was held among the Committee and Penny Rogers, Chair Person of the Council on Aging and William Quinn, Assistant Chair of the Council on Aging, to better understand the intent and prospective effectiveness of the study being presented for funding in Article Forty-Sixth. Penny Rogers and William Quinn explained the purpose of this study is to help prepare for the future of the seniors of Topsfield, who comprise approximately one quarter of the Town's population. Other towns similar to Topsfield have been referenced and yielded positive, useful results. By motion of Dana Warren, seconded by Karen Dow, the Finance Committee recommends positive action on Article Forty-Sixth, voted in favor 5-0.

B. 7:30 Article Fifth Masconomet Regional School District Assessment: A discussion was held among the Committee and members of the Masconomet School Committee to better understand Warrant Article Fifth regarding the Masconomet Regional School District Assessment. There was emphasis on the structure of Article Fifth. Chairman Lyons gathered a sense of the Committee that they wholeheartedly agree with the 5% baseline increase. The sense of the Committee is that they do not support the \$193,000 increase without knowing exactly what it does.

Annual Town Meeting Warrant Articles pending recommendation from the Committee are First, Forty-Second and Forty-Third.

In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles as numbered in the attached draft Warrant:

By motion of Karen Dow, seconded by Dana Warren, the Finance Committee recommends positive action on Reserve Fund in the amount of \$150,000, Article Second, voted in favor 5-0.

By motion of Karen Dow, seconded by Eric Menzer, the Finance Committee recommends positive action on General Operating Budget in the amount of \$17,168, 262, being consistent with Attachment A, Article Third, voted in favor 5-0.

By motion of Dana Warren, seconded by Karen Dow, the Finance Committee recommends positive action on Masconomet Regional School District Assessment, Article Fifth, voted in favor 5-0.

By motion of Karen Dow, seconded by Eric Menzer, the Finance Committee recommends positive action on Fund Other Post Employment Benefits, Article Fourteenth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Fund Water Enterprise Meter Testing Program, Article Nineteenth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Dana Warren, the Finance Committee recommends positive action on Purchase of a Water Enterprise Truck, Article Twentieth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Purchase of Catch Basin Cleaner/Plow/Crane, Article Twenty-Eighth, voted in favor 5-0.

By motion of Karen Dow, seconded by Jon Guido, the Finance Committee recommends positive action on Home Rule Petition- Additional Package Store Licenses, Article Thirty-Seventh, voted in favor 5-0.

By motion of Jon Guido, seconded by Karen Dow, the Finance Committee recommends positive action on Authorization for Ten Year Lease for Tri-Town Union, Article Thirty-Eighth, voted in favor 5-0. This article was previously numbered as Article Forty-First in Annual Town Meeting Warrant v.4.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Chapter LI, Stormwater and Erosion Control Bylaw, Article Thirty-Ninth, voted in favor 5-0. This article was previously numbered as Article Forty-Second in Annual Town Meeting Warrant v.4.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Zoning Bylaw, Article III, Section 3.05 Nonconforming Uses, Article Fortieth, voted in favor 5-0. This article was previously numbered as Article Forty-Fourth in Annual Town Meeting Warrant v.4.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Zoning Bylaw, Article IV, Section 4.12 Off-Street Parking Uses, Article Forty-First, voted in favor 5-0. This article was previously numbered as Article Forty-Sixth in Annual Town Meeting Warrant v.4.

By motion of Eric Menzer, seconded by Karen Dow, the Finance Committee recommends positive action on Citizen Petition - 24/7 Fire Service, Article Forty-Fourth, voted in favor 5-0. Recommendation for positive action reflects the parameters to: 1. Create a committee of 7 people appointed by the Board of Selectmen, 2. Have the committee study the matter and report back to the Board of Selectmen by 11/1/15 and 3. If supported by the committee, incorporate into FY17 budget process. This article was previously numbered at Article Thirty-Eighth in Annual Town Meeting Warrant v.4.

By motion of Karen Dow, seconded by Dana Warren, the Finance Committee recommends positive action on Citizen Petition – Town Clerk Appointment, Article Forty-Fifth, voted in favor 3-2. This article was previously numbered as Article Thirty-Ninth in Annual Town Meeting Warrant v.4.

By motion of Dana Warren, seconded by Karen Dow, the Finance Committee recommends positive action on Citizen Petition- Senior Analysis Study, Article Forty-Sixth, voted in favor 5-0. This article was previously numbered as Article Fortieth in Annual Town Meeting Warrant v.4.

By motion of Karen Dow, seconded by Jon Guido, the Finance Committee recommends positive action on Capital Stabilization Fund in the amount of \$100,000, Article Forty-Seventh, voted in favor 5-0.

By motion of Eric Menzer, seconded by Dana Warren, the Finance Committee recommends positive action on Stabilization Fund in the amount of \$25,000, Article Forty-Eighth, voted in favor 5-0.

By motion of Karen Dow, seconded by Dana Warren, the Finance Committee recommends positive action on Free Cash, Article Forty-Ninth, voted in favor 5-0, as confirmed by the town accountant to achieve \$750,000 to free cash.

V. Special Town Meeting Warrant Article Recommendations: Special Town Meeting Warrant Articles that are pending recommendation from the Committee are Articles Second, Third.

VI. Updated Special Town Meeting and Annual Town Meeting Warrant Article Assignments:

Annual Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	KD
4	EM
5	DW
6	DW
7	HB
8	ML
9	EM
10	HB
11	DW
12	DW
13	KD
14	KD
15	HB
16	HB
17	EM
18	ML
19	EM
20	EM

21	JG
22	JG
23	ML
24	HB
25	HB
26	HB
27	HB
28	EM
29	JG
30	JG
31	JG
32	JG
33	JG
34	JG
35	KD
36	KD
37	ML
38	JG
39	EM
40	EM
41	EM
42	EM
43	EM
44	HB
45	KD
46	DW
47	ML
48	ML
49	ML

Special Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	ML
4	KD
5	ML
6	HB
7	KD
8	JG
9	ML

VII. Upcoming Meeting Schedule: The next meetings of the Committee will be on April 13th and April 27th, 2015 at 7:00 PM in the Proctor School Teacher's Lounge. Dana Warren will not be present for the April 13th meeting. There will be a joint meeting with the selectmen at 6:00 pm in the Proctor School Teachers' Lounge the night of town meeting, posted by the Board of Selectmen.

VIII. Adjourn: A motion was made by Karen Dow to adjourn at 9:10 PM, seconded by Eric Menzer, voted in favor 5-0.

Respectfully submitted,

Keelie Winslow

Attachments:

Budget Model Version 2.4a

Attachment A

Special Town Meeting Warrant v.6

Annual Town Meeting Warrant v.7